

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	13-024
Date of announcement:	1 February 2013
Closing Date:	20 February 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	State Command Sergeant Major ARNG (SCSM)
Duty Location:	JFHQ, Carson City, Nevada
Unit/UIC/Para/ Line Number:	JFHQ
Area of Consideration:	Statewide*; Current members of the Nevada Army National Guard
Grade:	Enlisted, CSM E-9
MOS:	Immaterial
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years (additional 1 year option, CAG Approved)
Human Resources Point of Contact:	SFC Anderson at (775) 887-7391 /DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	MAJ Morris at (775) 887-7308/ DSN 530-7308 gerald.f.morris4.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

13-024

HOW TO APPLY:

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST
WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO
BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 201011, must be complete with signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Biographical Sketch, (IAW NGR 600-200) submit any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
3. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. Initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform or Dress Blues preferred. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
6. Initial Last five NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NOCERs.
7. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
8. Initial Retirement Points History Statement (RPAS).
9. Initial Personnel Qualification Record (PQR).
10. Initial Certified copy of DA Form 2-1, ERB or DD 1966-1 or Recruiter’s Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores (Not required for Current Officers).

11. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
12. Initial All DD Form 214 (s), DD Form 215 (s), DD Form 220 (s) and NGB Form 22 (s) covering any active duty period. **(DD 214 copy must include bottom portion that identifies Separation Code).**
13. Initial Copy of documentation showing military education completed for: NCOES and OES (Office Educations System) (i.e. 1059's).
14. Initial **Applicants email address:** _____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will be returned without consideration.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Duties: This position is located in the Office of The Adjutant General, Joint Force Headquarters. Incumbent serves as the State Command Sergeant Major for the Army National Guard (ARNG) to the Commander Army Guard. Responsible to the Commander Army Guard and his staff for a variety of matters pertaining to policies and actions for enlisted personnel in the Army National Guard.

This position requires military membership. It is designated for National Guard enlisted incumbency only. Incumbent performs duties necessary to accomplish State Command Sergeant Major functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions.

-- Performs duties necessary for efficient operations, achievement and maintenance of readiness of the State ARNG, with particular emphasis on enlisted morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment, administration and utilization, as they affect the service contributions of ARNG enlisted personnel to the State ARNG.

-- Proposes, initiates, assists and advises in creating plans, programs, and environments for developing and maintaining high enlisted esprit-de-corps and morale in all elements of the State ARNG; comprehensive individual and unit

indoctrination and mission awareness; prevention and resolution of dissatisfaction in the enlisted ranks; and prompt and appropriate recognition of individual enlisted personnel whose service is at a conspicuously high level.

-- Coordinates with and assists the State ARNG Command Sergeants Major, Non-Commissioned Officers (NCOs) and other enlisted organizations, councils, groups, etc., and their representatives. Participates in the resolution of policy, doctrinal and regulatory misunderstandings that could result in adverse effects on enlisted personnel. Works to further the intent of the Adjutant General's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall state mission.

-- Counsels enlisted personnel on complaints not referred through official military or technician channels. Advises the Commander Army Guard and ARNG staff, as well as other appropriate supervisors, when friction areas arise and proposes means of resolution. Suggests friction indicators, means of improvement and clarification, etc., when new and far-reaching policies impact enlisted personnel.

-- Participates, advises and assists in planning, publicizing and administering enlisted "awards and recognition" programs. Coordinates with State ARNG Military personnel sections to assure proper dissemination, clarification and administration of promotion policies. Furthers and develops programs that will enable all enlisted personnel to utilize promotion possibilities, opportunities for Warrant Officer appointments, or to achieve commissioned status. Assists appropriate military personnel sections in the promulgation of programs for enlisted career orientation.

-- Assist, advice and counsel in preparation, inception and maintenance of recruiting and retention programs. Coordinates with and assists Recruiting and Retention Officer in general recruitment. Assists the Equal Employment Office in minority recruitment and assists Human Resources Office in recruitment of qualified technicians and AGR enlisted personnel. Assists in enlisted welfare programs that provide advice on qualifications, advancement, benefits, retirement, etc.

-- Advises, counsels and assists the ARNG Enlisted Selection Boards and NCO promotion boards. Serves as a member on the Command Promotion and Retention Boards for Senior ARNG NCOs. Assists in counseling Senior NCOs about the enhancement and maintenance of their retention and promotion potential.

-- Analyze directives, regulations and other documents originating at higher headquarters or gaining commands and notes actual and anticipated impact on the duties and responsibilities of enlisted personnel. Advise and assist in preparation of directives of the Adjutant General and Secretary General Staff (SGS) to assure proper and timely guidance to the JFHQ Staff and subordinate units. Assists in the development of feedback systems to assure compliance with and full understanding of regulatory requirements that depend on or affect enlisted standards and morale.

-- Advises the Adjutant General, the SGS, and the Senior ARNG Staffs and to respond to all inquiries concerning operations, administration, policy, etc., that affect, or are projected to affect, enlisted personnel. Initiates correspondence as necessary, involving all military, AGR and technician echelons of the State ARNG, individual Guard members, other federal, state and civilian agencies, and appropriate military headquarters, on all matters affecting enlisted personnel and state and federal missions of the ARNG.

-- Performs frequent year-round visits for the purpose of observing, in military and technician contexts, the organizations, units and activities of the State ARNG. Observes and evaluates the administration of all programs pertaining to and affecting enlisted personnel and the extent to which they are being carried out. Assures that enlisted personnel have a full understanding of those regulations, directives, guidance documents and policy, etc., pertaining to

their service under the overall mission of the ARNG and specific missions of their units. Makes recommendations for improvement, expansion, increased enlisted involvement and command utilization, etc., and assists in development of local and statewide SOP's and other guides that further understanding among enlisted personnel and provide dynamic motivation for efforts toward attainment of readiness.

-- Accompanies the Adjutant General, the SGS, and other staff officials as appropriate, and as directed, on visits to organizations, units, facilities and activities, and alerts them to the ramifications of all transactions that affect State ARNG enlisted personnel. Participates in various ceremonies, formal occasions, etc., as a representation of the state's enlisted Guard personnel.

-- Holds quarterly year-round Command Sergeants Major Call, ARNG, to disseminate information, instructions and guidance, and to accommodate, on behalf of the Adjutant General, the evaluations, estimates, suggestions, and outlooks of the Senior NCO. Acts as the bridge between the Adjutant General and senior staff, and the Command Sergeants Major and Senior NCO.

-- Promotes programs that save time, materiel and funds, in which Command Sergeants Major and Senior NCO can participate. Promotes safety programs concerning all phases of State Army National Guard training and operations.

-- Performs other duties as assigned.

MOS QUALIFICATION REQUIREMENTS:

NONE

ADDITIONAL REQUIREMENTS:

1. Currently assigned E9s, AGR, ADOS and Technician/Traditional will be considered.
2. This is a one-time occasional tour if the selected is not already an AGR Soldier in a career status
3. Graduate of U.S. Army Sergeants Major Course
4. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
5. E9 and frocked E9 Soldiers are eligible for application.
6. Must have already been selected by the ARNG CSM Selection Board and must have CSM time.

MINIMUM ELIGIBILITY CRITERIA:

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.